



**BLDE**

**(DEEMED TO BE UNIVERSITY)**

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Accredited with 'A' Grade by NAAC (Cycle-2)

The Constituent College

SHRI B. M. PATIL MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, VIJAYAPURA

**BLDE(DU)/AHS-PC/2022-23/**

**Date: 17<sup>th</sup> March 2023**

**Report on the Second Workshop on the topic “E-mail Etiquettes” as a part of Pre-Placement activity for the outgoing UG & PG students of AHS, BLDE(DU), Vijayapura.**

As a part of Pre-Placement activity for the outgoing students of UG & PG AHS courses, the second workshop on the topic “E-mail Etiquettes” was conducted on 17<sup>th</sup> March 2023 (Friday). The program was conducted in the Anatomy Gallery hall from 10.30 am onwards and was coordinated by Dr. Siddaling Talikoti, The Placement Officer BLDE(DU), Vijayapura.

In the session, the speaker emphasized the following topics,

1. What is E-mail Etiquette?
2. The importance of E-mail Etiquettes in workplace.
3. Parts of an E-mail.
4. Content components of E-mail.
5. Rules of writing an E-mail.
6. Q & A session.

The workshop concluded with an assignment of reviewing the sent emails of the individuals and the students were happy and gave positive feedback for the initiative taken by the Placement Cell. The students are convinced in all aspects of the workshop.

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